[City, Province]

[Postal Code]

[Phone Number]

[Date]

[Editor Name]

[Name of Newspaper]

[City, Province]

[Postal Code]

Re: [Title of article you are responding to]

Dear [ Ms./ Mr. Editor’s last name] :

[Write your letter here. Start by stating your viewpoint.]

Sincerely,

[Leave this space blank for your signature]

[Type your first and last name]